

COLLECTION SERVICES DEVELOPMENT LIBRARIAN

GRADE 37

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and administrative work planning and managing collection development in the library system; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Selecting, maintaining and developing library collection; preparing budget requests; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews professional journals for purchase of new and updated titles; reviews publisher's catalogs, bestseller lists and library patron and staff requests for possible purchase; reviews branch holds/loans to fill in gaps in their collections; manages the disposition of gift books and other material; serves as primary contact for vendor and publisher representatives.
- Oversees the process for the library system to replace worn items, update or discard obsolete information, replace standard and popular materials as needed or transfer to another location.
- Develops core collections for new materials; recommends shelving, packaging, and circulation profile of specific collections and items; develops a written collection plan for the library system.
- Assists in providing reference service to the public.
- Conducts annual review of periodicals for library system.
- Participates in the planning for new facilities, including determination of shelving and collection requirements.
- Prepares budget requests for new initiatives; manages funds for materials.
- Maintains awareness of emerging information, trends and library technologies with regard to acquisitions, and electronic resources.
- Prepares ongoing and special reports for administration as needed, providing statistics, analysis, and usage information; prepares and projects workload indicators.
- Promotes collection use by writing highlights on new materials; develops collection related information on website; conducts and coordinates surveys on output measures; compiles and assesses the results of the surveys.
- Addresses public queries about library collection policy, procedures and complaints; provides reference and circulation services as required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the theory, principles and practices of library science; thorough knowledge of library budget preparation and financial record keeping; comprehensive knowledge of books, authors and reader interests in public libraries; comprehensive knowledge of library research methods and electronic resources; skill in using print and electronic bibliographic sources; ability to establish and maintain effective working relationships within the library system and general public; ability to communicate effectively, orally and in writing; skill in the use of automated library systems, standard library databases, microcomputers, the Internet and a variety of software applications.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an ALA accredited college or university; a Master's in library science is required, as well as considerable experience in collection management.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of Professional Librarian certificate issued by the Commonwealth of Virginia.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.